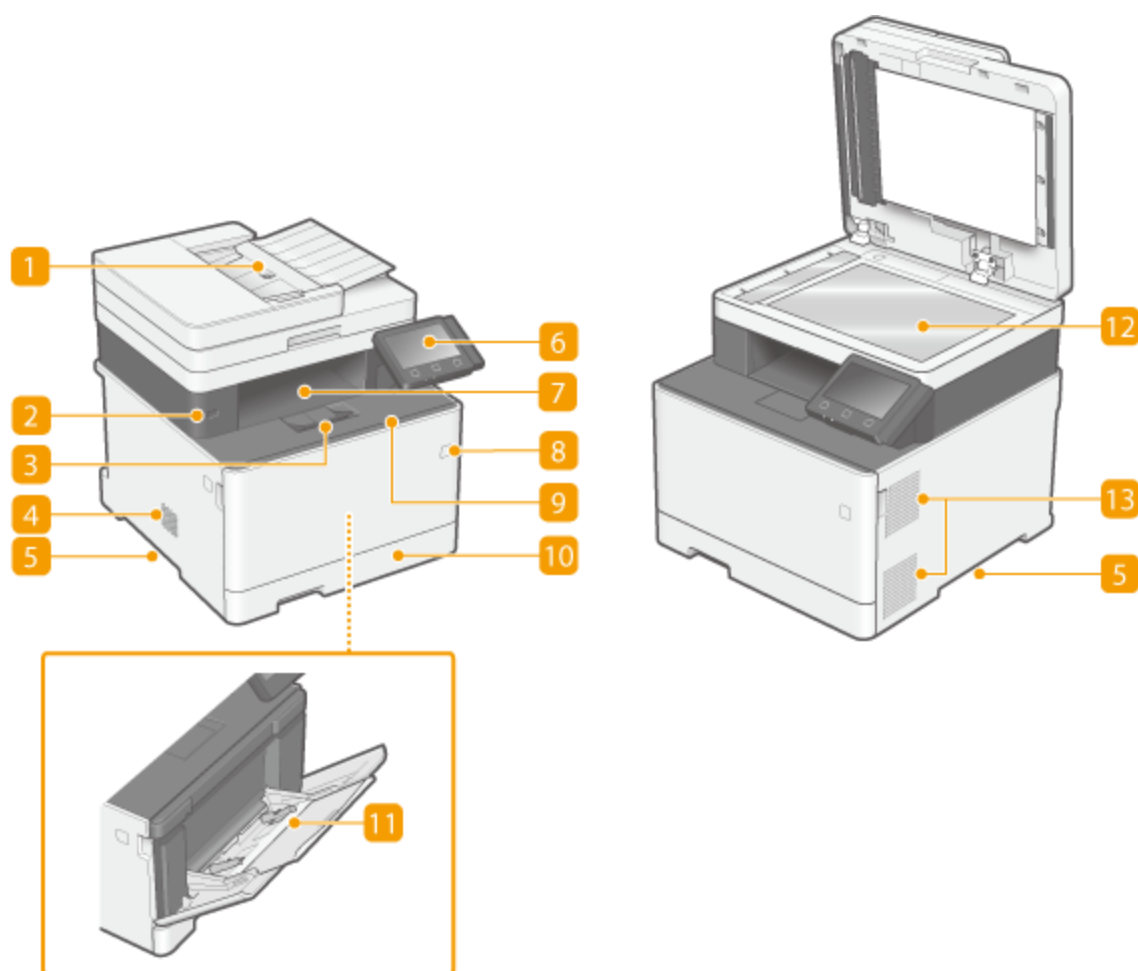


## Front Side



### 1 Feeder

Automatically feeds originals into the machine for scanning. When two or more sheets of original are loaded in the feeder, originals can be scanned continuously. ▶ [Feeder](#)

### 2 USB port (for USB device connection)

Use this port to connect a third-party USB memory device or USB keyboard. Connecting a USB memory device allows you to print data from the memory device or store scanned originals on the memory device.

- ▶ [Printing from a USB Memory Device \(Memory Media Print\)](#)
- ▶ [Sending Data by E-Mail/Saving Data to a Shared Folder or FTP Server](#)

### 3 Paper stopper

Open the paper stopper when you want to prevent paper from falling out of the output tray.

### 4 Speaker

Emits sounds produced by the machine, such as fax tones and warning tones.

### 5 Lift handles

Hold the lift handles when carrying the machine. When relocating the machine, do not attempt to move it yourself. Instead, contact your local authorized Canon dealer.

### 6 Operation panel

The operation panel consists of keys such as Home key, Stop key, a display, and status indicators. You can perform all the operations and specify settings from the operation panel.

### 7 Output tray

Printed paper is output to the output tray.

### 8 Power switch

Turns the power ON or OFF. To restart the machine, turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

### 9 Front cover

Open the front cover when replacing toner cartridges.

▶ **Procedure for Replacing the Toner Cartridge**

### 10 Paper drawer

Load the type of paper you frequently use into the paper drawer. ▶ **Loading Paper in the Paper Drawer**

### 11 Multi-purpose tray

Load the paper into the multi-purpose tray when you want to temporarily use a type of paper different from that which is loaded in the paper drawer. ▶ **Loading Paper in the Multi-Purpose Tray**

### 12 Platen glass

When scanning books, originals of heavy or thin paper and other originals that cannot be scanned using the feeder, place them on the platen glass. ▶ **Placing Originals**

### 13 Ventilation slots

Air inside the machine is vented out to cool down the inside of the machine. Note that placing objects in front of the ventilation slots prevents ventilation.